

## **Internal Audit Notification**

An Internal Audit of the Refuse Disposal Division's EMS has been scheduled for your section. Please make every effort to support the Audit Team by making yourself and your staff available during the audit times. Refer to the following information for dates, times, and the sections of the EMS that will be covered during this audit. If there is a conflict with your availability or if you have any questions regarding this notice please contact the Lead Auditor or EMR.

Section \_\_\_\_\_

Section Manager \_\_\_\_\_

Audit Date: \_\_\_\_\_ Audit Time: \_\_\_\_\_ Auditor/s: \_\_\_\_\_

<b>4.2 Environmental Policy</b>		<b>4.4.5 Document Control</b>	
<b>4.3.1 Environmental Aspects</b>		<b>4.4.6 Operational Control</b>	
<b>4.3.2 Legal and Other Requirements</b>		<b>4.4.7 Emergency Preparedness and Response</b>	
<b>4.3.3 Objectives and Targets</b>		<b>4.5.1 Monitoring and Measuring</b>	
<b>4.3.4 Environmental Management Programs</b>		<b>4.5.2 Nonconformance and Corrective and Preventative Action</b>	
<b>4.4.1 Structure and Responsibility</b>		<b>4.5.3 Records</b>	
<b>4.4.2 Training, Awareness, and Competence</b>		<b>4.5.4 EMS Audit</b>	
<b>4.4.3 Communication</b>		<b>4.6 Management Review</b>	
<b>4.4.4 EMS Documentation</b>			

Comments: